

## **Petition to Claim Unclaimed Funds**

*Note: If you have supporting documents that contain personal identifier information please email those documents to the financial deputy at [lyn\\_hamilton@waeb.uscourts.gov](mailto:lyn_hamilton@waeb.uscourts.gov) instead of filing them.*

### **Instructions:**

**Select** *Bankruptcy*

**Select** *Motions/Applications*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Petition to Claim Unclaimed Funds](#)

**Insert** “Notice” if the document is titled Motion and Notice

**Select** Party.

- Party filer not listed, Add/Create New Party.

**Browse, verify and attach** the correct pdf file

- Remember that supporting documents that contain private information should be emailed to the financial deputy named above and not filed.

**Enter** additional text if necessary

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.